



**CALIFORNIA ARMY NATIONAL GUARD
PDHRA SPECIALIST, CAARNG
TOUR ANNOUNCEMENT**



OPEN TO ALL CALIFORNIA ARMY NATIONAL GUARD

THIS TOUR IS FULL TIME NATIONAL GUARD (ADOS) - TITLE 32

1. POSITION AVAILABLE: PDHRA SPECIALIST

2. TOUR LOCATION: Bell, CA

3. EFFECTIVE DATE: 21 FEB 12

4. CLOSING DATE: 13 MAR 12

5. TOUR LENGTH: The period of this duty encompasses the entirety of the mission, up to and not to exceed two years. Future extensions will be based on performance, the availability of funds, and the “1095 Rule” as referenced in paragraph 8 below.

6. MINIMUM GRADE: E-3 **MAXIMUM GRADE:** E-4

7. MOS / AFSC: IMMATERIAL

8. PERSONNEL ELIGIBLE TO APPLY: (X) Male (X) Female () OFF () WO (X) ENL

- a. All members of the California Army National Guard.
- b. Have no flags, bars to reenlistment, or any other suspension of favorable actions.
- c. WILL NOT accrue (or have currently reached) more than 17 years of active service.
- d. Are currently deployable (Must not be Medically Non Deployable).
- e. Taken and passed the Army Physical Fitness Test within 6 months of start date.
- f. Must be within reasonable commuting distance of the assigned duty station. The HOR on PQR will be used to determine commute distance. 100 miles roundtrip will be used by the G3 as a base line for determining reasonable commute. Per Diem and other travel cost associated with FTNGDOS is not available, regardless of commute distance.
- g. Have not served on any combination of Active Duty Operational Support (ADOS) and full time National Guard.
- h. Duty for Operational Support (FTNGD-OS) for more than 1,095 cumulative days (three years) in the previous 1,460 days (4 years). This is a “rolling four-year window” which looks back at the most recent 1,460 days.
- i. Military service performed in other components is not counted.
- j. Duty will not cause soldier to exceed 2,190 days (six years) of “continuous” active service (AS), to include service in other service components, FTNGD-OS, ADSW, etc. Must have a 31 day break in service and/or has not served four continuous years AS to be eligible for duty.

9. SELECTING SUPERVISOR: OIC, Deployment Cycle Support Branch

10. MILITARY STATUS: ADOS, Title 32 USC

11. This position is a Full Time National Guard (ADOS) Tour. Tour will be subject to the availability of funds from fiscal year to fiscal year.

12. APPLICANT QUALIFICATION/SKILLS/REQUIREMENTS:

- a. Applicants must possess a Secret Clearance or be eligible to obtain one.
- b. Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well motivated and an appropriate representative of the National Guard in duties subject to high profile scrutiny by National Guard senior commanders.

c. Meet Army physical fitness standards.

d. If selected, females must provide a negative pregnancy test verification memorandum within 15 days of orders to start date or tour renewal. Memorandum must state “not pregnant” and include the date of the pregnancy test. The unit will monitor this requirement and immediately notify the G3 if the results are positive. If orders have been published the order will be amended and not exceed 29 days.

e. Requirement to continue attendance at IDT and Annual Training while on ADOS

1. Standards of Conduct.

2. National Guard members participating in this program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

3. Outside employment, associations and off duty conduct/ activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies IAW NGR 500-2/ANG1 10-801, dated 29 August 2008, Chapter 8, paragraph 8-25.

13. APPLICANT MUST SUBMIT, at a minimum, the following documents and meet all applicable criteria

- a. Personal Resume indicating both present and past military and civilian experience, as well as knowledge or skills that indicate a fit for position.
- b. DA 1058-R Completed and Signed (enclosed) MEDPROS IMR printout with current PHA listed (within 12 months of start date). HIV must show “GREEN”.
- c. DA Form 705 within six (6) months (Must be a certified true copy and show passing score).
- d. Commander’s height and weight statement (enclosed) showing Soldier meets standard of AR 600-9 completed in the current month. If selected, statement must be within 15 days of appointment date.
- e. Retirement Point Accounting System (RPAS).
- f. Personal Qualification Record (PQR) showing current home of record.

14. Tour Description

- a. Assist the Executive Officer and Operations NCO in maintaining high compliancy, reporting event outcomes, and daily forecasting of service members to bring them compliant with State Post Deployment Health (PDHRA) requirements.
- b. Staff member will contact and follow-up on Soldiers informing those who are or will become past due in meeting PDHRA requirements. Attend PDHRA events to assist with set up, supervision, execution, and final reports of the event.
- c. Staff member will coordinate PDHRA Yellow Ribbon events.
- d. Operation Duties include: Conduct briefings at the unit level, build rapport with unit POCs, conduct site reconns of possible event venues, coordinate logistically with unit to foresee event through completion anticipate issues and possible event venues. Able to identify and improve practices to enable a steady operation.
- e. Administrative duties include: Possess good verbal and written communications skills, correspond with Soldiers via email and phone with proper military courtesy, be able to perform, guide, and give accurate and knowledgeable information to Soldiers about the PDHRA program.
- f. Knowledge of, but not limited to, the following: MEDPROS, MS OFFICE (Excel, Outlook, PowerPoint, and Word), LOD module, RCAS, CAPIS, ADIC, ability to become HIPPA certified, knowledge of the issues facing deployed and redeploying Soldiers and their families.

15. SUBMIT APPLICATION (with all required documentation/certificates):

a. By email to MSG Del Mundo at Jason.delmundo@us.army.mil or by mail to Department of the Army, Headquarters, California Army National Guard, ATN: MSG Del Mundo, Box #11 9800 Goethe Road, Sacramento, CA 95827.

16. Point of contact for this announcement is MSG Jason Del Mundo at 916-369-4366.

17. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

Attachment A

The following are required documents to be turned in with your application:

1. Form 1058, Application for Full Time National Guard Duty (ADOS).
2. The attached letter of recommendation (Attachment B) from Commander or their designee, signed within 60 days of the tour effective date, acknowledging all statements and information within the letter to be true and accurate.
3. Military Biographical Summary and Resume.
4. Retirement Points Accounting Statement (RPAS) /AF Form 526 – Points Summary Credit updated within 60 days of the tour effective date.
5. All previous DD Forms 214 (Copy must include bottom portion of RE Code).
6. Medical:
 - a) Army: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness. Select IMR Record. **** Report must have been generated within 60 days prior to tour effective date.**
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx>
 - b) To ensure compliance of the chapter 3 medical retention standards of the FTNGDOS program, the Soldier's MEDPROS IMR report must be reviewed by the Soldier's parent unit to ensure that Chapter 3 medical requirements are met prior to submitting the application packet. If these standards are not met, the unit must provide all original medical documents to their respective State medical detachment personnel to update MEDPROS.
7. Copy of five year driving record from the California Department of Motor Vehicles within 60 days prior to tour effective date.
8. Copy of a current Army Physical Fitness Test (DA Form 705) and/or ANG Fitness Test.

Attachment B

Unit Letterhead

Date _____

MEMORANDUM FOR Headquarters, California Army National Guard, ATTN: OIC, DCSB, 9800 Goethe Road,
Sacramento, CA 95826-9101

SUBJECT: Letter of Recommendation for _____
Last Name, First, Middle Initial, Last 4 of SSN

1. The above named Soldier is an active drilling member of _____ and has been for _____ years. I recommend this individual be considered for a position with the California Army National Guard.
2. I acknowledge that the following statements and information are true and accurate prior to placement on Active orders:
 - a. He/She upholds the highest standards of conduct, personal appearance, and does not currently have any adverse or flagging actions.
 - b. This Servicemember is in compliance with AR 600-9/AFI 10-248, Weight and Body Fat Management Program.
 - c. This Servicemember has passed a current physical fitness test with a passing score.
 - d. This Servicemember and unit of assignment are fully aware of the requirement to continue attendance at IDT/AT while on ADOS.
 - e. This Servicemember has met physical qualifications in accordance with AR 40-501, Standards of Medical Fitness and Supplement 2, Medical Examinations & Standards prior to ADOS start date. Prior to entry onto ADOS, applicants must be medically certified, drug free, be tested negative for Human Immunodeficiency Virus (HIV) within 2 years of application date.
 - f. This Servicemember is in a "DEPLOYABLE" status. The member does not have any medical flags, or temporary or permanent profiles that would prevent successful completion of a retention/periodic physical.
 - g. I am aware that the Servicemember will be serving in the Post Deployment Health Reassessment program only upon receiving my recommendation and endorsement. I am aware that at any time, if the Servicemember fails to maintain the above requirements, I may withdraw my recommendation for employment with Army Division.
3. The point of contact for this memorandum is the undersigned. I may be reached at _____.
Phone Number

Commanding Officer's
SIGNATURE BLOCK